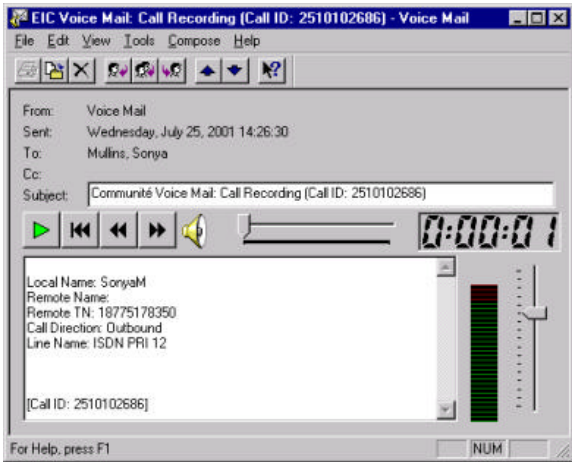## Using the Communité Voicemail Form

Anyone with an email account can receive voicemail on any computer from which you can access the mail server. If you use Microsoft® Outlook, voicemail messages appear in a form* that lets you control the playback. You can listen to voice-mail through your computer's speakers, or you can direct the voicemail to play to a remote phone number if you are working at home and don't want to wait for .WAV files to download.

You must first install the Communité Client components in order to access the voicemail form.

To select the play device:

❶ Click the View and Device menus.
❷ Choose PC Speakers or Remote Number(s).

Use the action buttons on the voice mail form to listen to your message.

From the voicemail form, you can forward the message, save the voicemail as a .WAV file to send to someone without this form, delete the message, or just keep it in your Communité Inbox for future reference.

If you are using a different email program, voice messages appear as a .WAV file attached to the email. To play the message through your computer's speakers, double-click the .WAV file attachment, or save the attachment to your local drive and open it using an audio player that supports .WAV files. The call information appears in the email regardless of the mail program you use.

Using Interaction Fax

Receiving and sending faxes is as easy as opening an email message or printing a document. When you receive a fax, it appears as an attachment in an email message in your Communité Inbox.
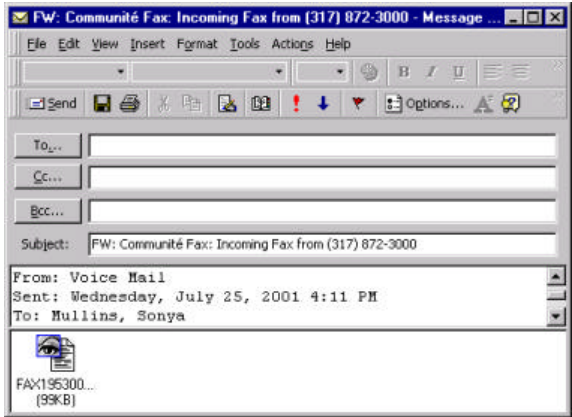
You can forward a fax to an email recipient.

Double-click the fax icon to launch Interaction Fax™ (if it is installed). From here you can view, forward, export, email, and direct the fax any way you like.

You can convert your document into a fax using Interaction Fax.

To send a fax from any Windows application that allows printing:

❶ Click the File and Print menus.
❷ In the Printer Name list box, select Interaction Fax as the printer.
❸ Click OK and Communité immediately converts your document into a fax and displays it in Interaction Fax.
❹ From Interaction Fax, click on the File and Send as fax... menus and fill in the appropriate fields.

Managing Remote Messages

Communité lets you access and manage voicemail, faxes, and email from any touch-tone phone. To start:

❶ Dial your main Communité phone number from a remote telephone_____
❷ Immediately dial (without waiting for prompts): 99 + your extension + your password + # (e.g., 99 355 1553 #) _____

Communité prompts you with selections for all input. You do not have to wait for prompts to enter commands.

Common Shortcuts:

Listen to new voicemail:	**1 + 1**
Listen to saved voicemail:	**1 + 2**
After listening you can,	
Forward to an extension:	**2 + *extension* + 1**
Reply to a caller:	**5 + 1**
Reply to an outside caller:	**5 + 4 + *phone number***
Check the arrival of new faxes:	**2 + 1**
After receiving you can,	
Forward to an extension:	**2 + *extension* + 1**
Forward to current number.:	**4 + *fax number* + #**
Listen to new (or saved) email:	**3 + 1** (or **2**)
Set status to "Out of the office":	**5 + 1 + 8**
Set forward fax number:	**5 + 2 + 1**
Record a greeting:	**5 + 5 + 1**

*This document describes Communité features that may not be available in your version. If you have questions about feature availability, contact your vendor regarding the feature set available in your version of the product. For more information on Communité, visit our website at www.ININ.com.

8909 Purdue Road, Suite 300
Indianapolis, IN 46268
317-872-3000 voice and fax
www.ININ.com

Communité
The Ultimate Buzz
in Unified Communications

Communité Version 2.2

Quick Reference Guide